Use of Diversity Fellow Participation at Event
Guide and Checklist

Please contact a Diversity Fellow Coordinator for help with the following checklist. In addition, the following information is to be supplied to one of the two coordinators: Cindy Brodsky at 631/444-5272 or Cindy.Brodsky@stonybrook.edu or Christina Vargas Law at 631/632-6280 or christina.law@stonybrook.edu

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Event Description**

**Dialogue Time (approximate is acceptable)**

**Synopsis of events taking place**

**Event Location (Building, Room)**

**Dialogue Location (logistics)**

**Room Arrangement for Dialogue (chairs in a circle is preferred)**

### Potential Dialogue Participants (check all that apply):

<table>
<thead>
<tr>
<th></th>
<th>Number (estimate)</th>
<th>Percent (estimate)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Off-Campus Attendees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please indicate):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Method of Communicating Dialogue Component to Your Participants: (We ask that you cover pre-program communication and communicate during the program.)

Pre-program (check all that apply)
- [ ] Indicated on program brochure
- [ ] Indicated on program invitation
- [ ] Indicated on web site
- [ ] E-mail distribution, announcement
- [ ] Other (please describe):

During program (check all that apply)
- [ ] An announcement at the beginning
- [ ] An announcement at the end of the event
- [ ] Other (please describe):

Is there a preferred opening question to begin the dialogue?

☑